

Marion County Recorder Main Menu

NAME	Go to line (1), type in last name, then hit TAB key, type in first name, then hit the F4 key for general inquiry.
BUSINESS	Go to Line (2), type in business name, then hit the F4 key for general inquiry.
INSTRUMENT NUMBER	Go to line (6), type in the instrument number, then hit the F5 key for exact inquiry and/or F2 to display image.

Please Note

Cursor **MUST** be on the field you are inquiring on to perform a search

- Lines 1 through 4 require a **General Inquiry** (F4)
- Lines 5 through 9 require an **Exact Inquiry** (F5)
- **F11** key clears all information of all fields on the main menu

Marion County Recorder's Index Function Keys

F9 Main Menu	F10 Prior Screen
F8 Page Forward	F7 Page Back
F4 General Inquiry (Lines 1-4)	F5 Exact Inquiry (Lines 5-9)

TAB key – Advances to next field

Page Down or **EOF** Key will erase info on any field

F2 Displays Images

F5 – Displays next page	SHIFT+F5 – Displays last page
F4 – Displays previous Page	SHIFT+F4 – Displays first page
ALT+F4 – Closes Image	